DYNACOMP

Form Letter System

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IMPLEMENTATION NOTES

North Star ver 1.1

The diskette containing the FORM LETTER SYSTEM also contains a type 3 data file called SCRATCH. In order to properly carry out the letter editing function, that file MUST be present on the diskette. If you make a backup copy of FLS, be sure to include SCRATCH also.

The North Star user must also be aware that any data files have to be created before running FLS. For a typical 8-1/2 x 11" letter, make your letter file 20 blocks in size. This can be done in BASIC by the following command: FILEKRON

```
CREATE "FILENAME",20
```

You may, of course, give the file any name of your choosing. Remember, however, that SCRATCH should be of the same size or larger.

When you specify the printer as your output device, you will also be asked to "ENTER OUTPUT PORT #:". If you have a North Star Horizon computer, reply with the number 1. Some North Star Micro Disk Systems are used in computers with serial port assignments which are different than the Horizon's. Check your computer manual if you have difficulty obtaining printed output.

When correcting mistakes, any control character, including the ESCAPE key, will effect deletion. Depress the 'CONTROL' key and simultaniously hit any other key. The deletion will be indicated by an underscore (_).

When you CREATE your address file, make sure that it will be large enough to hold all your anticipated entries. Figure about 3.5 entries per block. If you want to maintain 100 entries, CREATE your data file 30 blocks in size. Check your North Star manual on CREATEing type 3 files.

FORM LETTER SYSTEM

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INTRODUCTION:

FORM LETTER SYSTEM (FLS) is an extremely versatile and useful program. It allows the user to create and edit a letter and to store that letter as a disk file. Similarly, files containing names and addresses can also be created and edited. In operation, FLS will print your letter and automatically insert an address into a designated portion of that letter. The program will continue to print that letter, each time inserting a new address from the address file until that file is depleted or the user desires to end execution.

CREATING THE LETTER:

Load the file 'FLS' from your disk and type in 'RUN'. You will be greeted by the following menu list:

```
OPTION MENU:

   1 - ACCESS LETTER FILE
   2 - ACCESS ADDRESS FILE
   3 - PRINT LETTER, NOT ADDRESSED
   4 - PRINT LETTER, ADDRESSED
   5 - SPECIFY OUTPUT DEVICE
   6 - END
```

To create or edit a letter, select option #1. You will then be asked the name of the disk file for your letter. Be sure to give your different letters different file names otherwise they will be overwritten every time you create a new letter.

After inputting the letter file name, you will then be offered the following options:

```
LETTER OPTIONS:

   1 - CREATE LETTER
   2 - EDIT LETTER
   3 - END
```

Enter '1' to create your new letter. To edit that letter once it has been created, we would use option #2. Before starting your letter, you are given this reminder:

```
ENTER '##' FOR ADDRESS INSERTION.
ENTER '$$' TO END.
```

That message is informing you that whenever FLS comes across a line which begins with two pound signs (##), it will insert an address at that line. When the program comes upon a line beginning with two dollar signs ($$), it will stop printing the letter and will await further instructions. When creating the letter, use '$$' to terminate your session and return to the menu.

The following examples show how a simple letter will look immediatly after creation, and then when used in the addressed mode.

```
1                                2/15/81
2
3     ##
4
5     Dear Sir:
6
7     This is a test of the DYNACOMP
8     FLS program.  Note how addresses
9     can be automatically inserted
10    into the letter.
11
12                            Sincerely,
13    $$
```

When using option #4, the above letter will become:

```
                          2/15/81

John Doe
1427 Monroe Avenue
Rochester, NY  14618

Dear Sir:

This is a test of the DYNACOMP
FLS program.  Note how addresses
can be automatically inserted
into the letter.

                          Sincerely,
```

When entering your letter, the current line number will be printed out as a prompt. If you make a mistake when typing in a line, use the 'ESCAPE" key or 'CONTOL-A' to remove the offending character. Do not use the 'BACKSPACE' key (left arrow on some computers) for deletions as it will cause unwanted overstrikes on your printed output.

As a convenience, the 'bell' will ring when you type in the 55th character on a line. This feature is especially convenient when using monitors which display only 32 to 40 characters per line. If you wish to change the bell indicator to a different column, simply change line 32 of the FLS program to read:

```
32  B = n
```

where n is the column at which the bell is to ring.

When your letter is completed, type in '$$' to quit. This is the only way to exit the program. If you just press the 'RETURN' key, you will simply be putting in empty lines into your letter!

Mistakes or simple text modifications can be handled by going into the EDIT LETTER mode. Access the letter file and then choose the EDIT LETTER option (2). Depending upon which computer you are using, the letter will be printed out with each line numbered, or you will be asked whether you desire such a printout. This printout is essential for the first editing session since the lines of text can only be accessed by their line numbers.

To edit a line, simply enter the line number in response to the prompt. The old line will be printed for your reference and you will be given the line number as a prompt to enter in the new line. Note that you must enter the complete line, FLS does not support charcter editing, only line editing. Also note that you cannot insert lines of text between existing lines. So take care when composing your letter!

Additional lines of text can be added to the end of your letter. You must first edit out the '$$' line. Add your first line of new text to that line and then specify the next higher line number to be edited. Since that line does not yet exist in the current letter file, the program will branch to the letter creation routines and append the new lines to the file. Remember again, that you must exit this mode with '$$'. To exit the normal editing mode, enter a zero to the line number prompt.

THE ADDRESS FILE:

To create, add to or delete from an address file, select option #2 (ACCESS ADDRESS FILE) from the master menu. You will be asked which file to open and then be given these following options:

ADDRESS OPTIONS:

1 - START NEW ADDRESS FILE
2 - ADD TO ADDRESS FILE
3 - DELETE ENTRY
4 - PRINT LIST
5 - END

Each entry in the file will consist of a name and two to four additional lines of address information. When entering a name, type the last name first, followed by a comma and the first name. When printing the entry, FLS will search for the comma and then put the name into its proper order. This format is required in order to maintain compatibility with the data files as used with DYNACOMP's 'MAIL LIST' program.

To start a new list, choose option #1. Note that this option should only be used for creation of new files. If you use this option in conjunction with a file which already contains entries, those entries WILL BE DESTROYED! Use option #2 for adding new entries to an existing file.

The following addresses are examples of proper inputs to the address file.

Doe,John
1427 Monroe Avenue
Rochester, NY 14618

Doe,Mr. John
c/o DYNACOMP,Inc.
1427 Monroe Avenue
Rochester, NY 14618

Doe Jr.,Mr. John
Manager
DYNACOMP,Inc.
1427 Monroe Avenue
Rochester, NY 14618

DYNACOMP Inc.
1427 Monroe Avenue
Rochester, NY 14618

When you are given the prompt 'NAME?', enter the name last name first. Then add the address on the subsequent lines. FLS automatically keeps track of the number of lines in an address. Simply press the 'RETURN' key to go on to the next name. Note that when entering a corporate name, such as in the last example, do NOT use a comma since "DYNACOMP,Inc." would then be printed out as "Inc. DYNACOMP" in your letter!

When adding new names to an existing address file, use option #2 as previously discussed. Data entry is exactly the same and the new entries will then be added to the end of the specified address file.

In the event that a typographical mistake is made during an entry, use the 'ESCAPE' key or 'CONTROL-A' to delete the error. If you have already entered that particular address line, but you have not completed the full address, you can redo that entry by typing "$$" at the beginning of the next address line. This will cause FLS to ignore that entry and to start over again with the prompt for the name.

If an incorrect entry was added to the address file, or if you simply wish to delete a particular name, use option #3 (DELETE ENTRY). You will be asked for the entry's name (enter the LAST name) and then FLS will search through the designated address file for an entry having that name. When found, the complete entry will be displayed and you will be given the choice to delete that particular entry or to continue the search.

Option #4 (PRINT LIST) allows the user to print out all entries in the address file. When printed, the format used is such that standard label stock can be employed. Use 15/16" one up labels and set your printer's head to the top of the label. Press 'RETURN' when prompted and the label printing will commence. See the next section for instructions on how to access your printer.

ACCESSING THE PRINTER:

The intended operating mode for FLS is to enter all letter and address file information from the computer's keyboard (or video terminal). All editing or additions would also be done from the keyboard. The final product would then, of course, be sent to the printer. When it becomes time to obtain a printout of your letter, or mail list, go to the main menu and select option #5 (SPECIFY OUTPUT DEVICE). You will then be asked whether

you desire the output to be sent to the printer (P), or to the monitor (M). You would then enter the appropriate letter. For some computer systems, you will also be asked for a device or slot number. The usual input in such cases would be a 1.

PRINTING THE FORM LETTER:

Once your letter and address list is complete, you can proceed to print your form letters. You are given two options, you may print the letter with automatic address insertion, or the letter can be printed without the address. The latter choice would be used for creating text manuscripts rather than letters. Use option #3 for letters without addresses and option #4 for addressed letters.

You will be asked which files to access and then be instructed to ready your printer and to press 'RETURN' to begin printing. Make sure that you have selected the printer to receive the output (option #5). After the letter is printed, nothing will happen! The computer is awaiting either another 'RETURN' in order to begin printing the next letter, or an 'X' in order to stop the printing mode and return you to the master menu. If you press 'RETURN', the letter will be printed again. If you are in the addressed mode, the next entry in the address file will be printed in the letter. When all entries in the address file have been printed, the next time you press the 'RETURN' key, you will be returned to the master menu.